

**PROGRESS REPORT NARRATIVE TEMPLATE  
for Section 117(d) and Monitoring Assistance Agreements**

Recipient Name: \_\_\_\_\_

Assistance Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

Type: \_\_\_\_\_  
(Quarterly; Semi-Annually; Final)

Period Covered: \_\_\_\_\_

**Project Narrative:** (documents progress made in achieving the objectives of project work plan(s) approved in application)

Provide the following information:

1. Comparison of actual accomplishments with the anticipated outputs/outcomes.
2. Reasons why anticipated outcomes were exceeded or not met.
3. If applicable, problems encountered during the performance period, which may interfere with meeting program/project objectives. (List N/A if no problem exists.)
4. List proposed remedies if problem(s) exist(s) as indicated in item 3. List N/A if not applicable.
5. Information on the rate of expenditure versus progress on project.
6. If applicable, information on equipment purchased during the reporting period. List N/A if no equipment purchased during reporting period.
7. Any additional pertinent information, including, when appropriate, analysis and information of cost overruns or high unit costs or unanticipated economics. List N/A if not applicable.

*Electronic deliverables must be managed and submitted in accordance with the Chesapeake Bay Program's guidelines and policies for the submission of data, information and documents. (Refer to page 12 (Data/Information & Document Deliverables) of Assistance Agreement Guidance and Attachments 8, 9A, and 9B.)*

**WORK PLAN AND PROGRESS MADE  
PERFORMANCE RESULTS UNDER ASSISTANCE AGREEMENTS  
for Section 117(d) and Monitoring Assistance Agreements**

*(This page needs to be submitted with Statement of Work in Application  
and updated with Progress Report Submittals)*

Project Officer Name:

Office:

Award Number:

Award Date:

Assistance Agreement Title:

Significant Amendments and Dates:

Recipient Name:

**1. C2K Goals Supported** – List C2K Section 1-5 and Goal(s)

**2. Link to EPA Strategic Plan** – Goal 4: Healthy Communities and Ecosystems

Objective 4.3: Ecosystems

Sub-objective 4.3.4: Improve Aquatic Health of the Ches. Bay

**3. Baseline** – Link to Bay Program Indicator (if applicable)

Work Plan Objective(s) and C2K Goal	Budget (Federal vs. State)	Stated Outputs (copy directly from Work Plan)	Anticipated Outcomes* (copy directly from Work Plan)	Progress (to be completed and submitted to the PO with each semi-annual and final progress report)
Fill in each objective that supports the C2K goal above.	\$	•	C2K Results	

**Issues/Problems**

**Project Officer Comments**

**\*Outcomes Legend:**

- a. Short Term: Changes in learning, knowledge, attitude, skills
- b. Interim: Changes in behavior, practice or decisions
- c. Long Term: Changes in condition

**EXAMPLE:****Project Officer Name:** Kathy Smith**Office:** Chesapeake Bay Program**Award Number:** CB-xxxxxx**Award Date:** xx/xx/xx**Assistance Agreement Title:** FY'04 Public Education and Outreach**Significant Amendments and Dates:** none**Recipient Name:** Allstar for Chesapeake, Inc.

**1. C2K Goals Supported** – 5.0 Stewardship and Community Engagement  
 5.1 Education and Outreach

**2. Link to EPA Strategic Plan** – Goal 4: Healthy Communities and Ecosystems  
 Objective 4.3: Ecosystems  
 Sub-objective 4.3.4: Improve Aquatic Health of the Ches. Bay

**3. Baseline (tracking indicator) – none**

Objectives	Budget Federal vs. State	Stated Outputs	Anticipated Outcomes	Progress (Only fill out for Progress Reports)
One: <u>C2K Goal</u> 5.1 Education & Outreach	Federal \$50,000	-Quarterly Status reports  -Six issues of the State of the Bay Journal	Provide information to enhance the ability of citizens and community groups to participate in Bay restoration activities on their property and in their local watershed.	<u>Outputs:</u> -Researched and prepared camera ready copy, including photos and graphics for inclusion in the State of the Bay Journal  -Issued 3 State of the Bay Journals (30-40 pages each)

**Issues/Problems****Project Officer Comments**